

Title: Various Safety/Hand tools/Cleaning/....



BID DOCUMENT

CITY OF BEVERLY HILLS
PURCHASING DIVISION
455 NORTH REXFORD DRIVE BEVERLY HILLS, CALIFORNIA
90210 (310) 285-2440

LEGAL NOTICE - BIDS WANTED

Sealed bids are requested on the list of materials, supplies, equipment or services set forth herein, subject to all conditions outlined in the Bid Document, including:

- SECTION I:** REQUEST FOR BIDS
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** DETAIL SPECIFICATIONS
- SECTION IV:** BID FORM

(IF YOU CHOOSE NOT TO SUBMIT A BID, PLEASE COMPLETE PAGE)

Sealed bids will be received only at the Office of the City Clerk, 455 North Rexford Drive, Beverly Hills, until 2:00 p.m. local time, on the dates hereinafter stated at which time they will be opened and publicly read for furnishing the materials, supplies, equipment or services or for supplying the materials, and/or providing labor for the repair, construction or improvement as the case may be, as indicated by the items hereunder listed and in accordance with the applicable specifications.

SECTION I - REQUEST FOR BID

Date of Request: June 6 , 2016

Bid Number: 15-38

Item Description: Various Safety/Hand Tools/Cleaning/Electrical/Materials
Handling items For The Various divisions of the Dept
Of Public Works, City of Beverly Hills.

Bid Opening: 2:00 June 23, 2016

All bids must be delivered by the specified opening time of the bid. Bids arriving after the specified hour will not be accepted. Mailed bids, which are delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All bids must be in writing and must contain an original signature by an authorized officer of the firm - Electronic bids (telephone, FAX, etc.) are **NOT** acceptable.

BID DEPOSIT - NONE REQUIRED WITH THIS BID

PERFORMANCE BOND AND PAYMENT BOND - NONE REQUIRED WITH THIS BID

Title: Various Safety/Hand tools/Cleaning/....

THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL BIDS WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A BID.

**CITY OF BEVERLY HILLS
SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. Proposal deposits of unsuccessful bidders will be returned after the proposal has been awarded. A successful bidder's proposal deposit will be returned after he has entered into a written contract, or after a performance bond, if required, has been executed and accepted by the City.
2. The vendor's proposal may be withdrawn at any time prior to the proposal opening. No proposal may be withdrawn after the proposal opening. Violation of this policy may cause forfeiture of the bid deposit and removal from qualified Bidder's List.
3. Bidders are advised to become familiar with all conditions, instructions and specifications governing this proposal. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for vendor to request additional compensation.
4. Bidders agree to defend and save the City from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.
5. Successful bidder shall not assign the contract, or subcontract the whole or any part of the contract without written consent of the City. Such consent shall neither relieve the bidder from his obligation nor change the terms of the contract.
6. The City shall have the right to inspect any material specified herein. Equipment, supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City at the expense of the vendor.
7. Bidder shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the proposal and shall be considered a part of this contract where such specifications meet the minimum of the City specifications.
8. Each bidder shall submit in full this completed original PROPOSAL DOCUMENT and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
9. Bidders shall state the delivery date for commodities in terms of calendar days after notification of award. Where the contract calls for performance of labor, the bidder shall also state the number of calendar days required for completion after notification of award.
10. Cash discounts shall be considered in the evaluation of the proposals, except that payment periods of less than thirty (30) days will not be considered in award of this proposal. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the City, whichever is later.

Title: Various Safety/Hand tools/Cleaning/....

11. Upon the award of the proposal to the successful bidder, insurance will be required by the terms of this proposal, the City will require evidence of such coverage be furnished within fourteen (14) days of notification of proposal award. The amounts and types of coverage will be specified in Section VIII of this proposal. **All insurance forms must be in a format acceptable to the City.** See ATTACHMENT A, the City's Insurance Form.
12. The Contractor agrees to indemnify, defend and hold harmless the City, City Council and each member thereof, and every officer, and employee of the City, from any liability or financial loss including, without limitation, attorneys fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, or any person employed by Contractor, including agents and independent contractors, in the performance of this agreement.
13. Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.
14. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of bid opening.
15. Bids calling for other than a "lump sum" total bid may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.
16. The City will be the sole and exclusive judge of quality, compliance with bid specifications or any other matter pertaining to this bid. The City reserves the exclusive right to award this bid in any manner it deems to be in the best interest of the City.
17. Quantities specified in Section III are approximate only, the City reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
18. "Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, **when applicable**, and report the use tax to the State Board of Equalization with a City-assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization."
19. For any questions regarding this bid, please contact Francisco Ruiz Central Store Specialist 310-288-2801

Title: Various Safety/Hand tools/Cleaning/....

SECTION III – DETAIL SPECIFICATIONS

IN EVENT OF CONFLICT, THE FOLLOWING SPECIFICATIONS SHALL PREVAIL OVER GENERAL INSTRUCTIONS CONTAINED ELSEWHERE IN THIS BID.

| ITEMS DESCRIPTION | QTY | UNIT COST | EXTENDED COST |
|--|------------|------------------|----------------------|
| SAFETY | | | |
| Anti-Vibration Gloves , Full Finger Style, Black, Leather/ Polyester/ Nylon, Features Mechanics Style, Right/Left Hand, 1 Pair | | | |
| Disposable Gloves, Nitrile , Powder Free, 4.7 mil, Length 9-1/2 In., Textured Finish, Black, Unlined, Beaded Cuff, Special Features Ambidextrous, Non Sterile | | | |
| Disposable Face Mask - Exhalation Valve No, Face Seal No, Nose Clip Yes, Nuisance Removal No, Size M, White, Headstrap Type Earloops Standards ISO 9001:2008 | | | |
| Flat Fold Antimicrobial Disposable Respirator , Filter Class N95, Exhalation Valve Yes, Face Seal No, Nose Clip No, Nuisance Removal No, Size Universal | | | |
| Safety Glasses , Virtual(TM), Various Lens Colors and Coating, Wraparound Frame Design, Various Frame Colors, Polycarbonate Frame Material, Size Universal | | | |

Title: Various Safety/Hand tools/Cleaning/....

| TOOLS | | | |
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| Crimping Tool , Capacity 10-22 AWG, General Purpose, For Insulated and Non Insulated Terminals | | | |
| Retractable Utility Knife , Overall Length 5-7/8 In., Knife Material Cast Zinc, Gray, Blade Change Phillips Screw, Blade Type 2-Sided Utility | | | |
| Painters Tool, Blade Stiff, Handle Plastic/Rubber, 6 in 1 | | | |
| Nylon Pulling Rope ,300 Ft, 1/2 In Dia, Braided, Pulling Force 2200 Lb., For Pulling Cable Through Conduit Over Long Distances | | | |
| Flat Pry Bar , Rocker-Head, Overall Length 15 In, Overall Width 2 In, Thickness 1/2 In, Drop Forged, High Carbon Spring Steel Material, Color Blue | | | |
| CLEANING | | | |
| Push Broom , Bristle Material Soft PolymerTrim Length 3 In., Overall Length 65 In., Block Material Polypropylene, Block Size 24 In. | | | |
| Glass Cleaner , 12 oz., Color Blue, Contains Ammonia D, For Use On Glass, Mirrors, Chrome, Plastic, Stainless Steel, Other Surfaces in our Kitchen | | | |
| Air Freshener Dispenser , Mounting Type Wall, Coverage 6000 cu. ft., (any) Fragrance, Length (In.) 14-1/4 In. | | | |

Title: Various Safety/Hand tools/Cleaning/....

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| Wypall Wiper Rolls , Sheet Size 12-1/2 x 13-2/5 In., Sheets per Roll 475, Roll Length 530 ft., Uses Dispenser Mfr. No. 80579, 80596Material Hydroknit(r) | | | |
| Round Container,55 G ,Gray Utility Container, Standard, Round, Open Top, Color Gray, Dia. 26-1/2 In., Height 33 In., Material LLDPE, UV Protectant Finish, NSF Standards | | | |
| ELECTRICAL | | | |
| Cord Reel, Retractable , Gauge/Conductor 16/3, Cord Type SJT, Cord Length (Ft.) 30, Color Yellow, Voltage 125, Max. Amps 10, Watts 1250 | | | |
| Extension Cord,50ft Indoor/Outdoor General-purpose Extension Cord, Round, Indoor/Outdoor Yes, Gauge/Conductor 12/3, Max. Amps 15, Voltage Rating 125, Watts 1875 | | | |
| GFCI,2 Ft Tri Cord GFCI , Current Rating 15 Amps, Voltage Rating 120 Volts, Reset Type Manual, NEMA Plug Configuration 5-15P, NEMA Receptacle Configuration 5-15R | | | |
| Cable,Welding ,25 Ft, 4 AWG, Black Welding Cable, Spool/Carton Length 25 Feet, Stranding 374 x 30, Conductor Size 4 AWG, Maximum Current 150 Amps, Nominal OD 0.400 Inch, Black | | | |
| Plug,Locking ,30 A,L16-30 Locking Plug, NEMA Configuration L16-30P, Current Rating 30 Amps, Voltage Rating 480 Volts, Power Rating 10 HP, Number of Poles 3, Number of Wires 4 | | | |

Title: Various Safety/Hand tools/Cleaning/....

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|---|--|--|--|
| MATERIAL HANDLING | | | |
| Equipment Stand, 500 Lb ,Stainless Steel Mobile Equipment StandStainless Steel ConstructionCaster Type (4) Swivel | | | |
| Swivel Plate Caster ,176 lb,3 In Dia Swivel Plate Caster, Load Rating 176 lb., Wheel Dia. 3 In., Wheel Width 1-1/4 In., Overall Height 4-1/16 In., Inside Bolt Hole Spacing 1-3/4 x 3 In. | | | |
| Pallet , Nestable, Dynamic Capacity 1200 lb., Static Load Capacity 7000 lb., Length 48 In., Width 40 In., Height 6 In., Depth 48 In.Black, Material Partially Recycled HDPE , Closed, 4-Way Entry Construction | | | |
| Heavy Duty Handheld Tape Dispenser ,2 In. Heavy Duty Handheld Tape Dispenser, For Use With Self Adhesive Tapes, Height 5-3/4 In., Length 10-1/4 In., Width 2-3/4 In., Max. Tape Width 2 In. | | | |
| Corrugated Moving/Storage Box Corrugated Moving/Storage Box, Brown, Inside Length 18 In., Inside Width 18 In., Inside Depth 16 In. | | | |

The following items must be included in the quote:

1. All transportation and delivery fees including freight charges, fuel charges or Any related charges.
2. Quote must include unit price and any delivery charges.
3. The vendor shall enter into an agreement with the City to provide the specified items at a fixed price for a period of one year with an option to renew the agreement for a period of three (3) additional years with no increase in price.

Title: Various Safety/Hand tools/Cleaning/....

4. Describe how long of an advance notice will be required in placing an order to be delivered by a certain date..

Title: Various Safety/Hand tools/Cleaning/....

SECTION IV - BID FORM
(Must be completed by Vendor)

The undersigned proposes to furnish all materials, supplies, equipment or services set forth herein subject to all conditions outlined in the Bid Document, including the general instructions and information to bidders, at prices indicated below:

Bid Proposal: \$ _____

Payment Terms _____

Warranty _____ Exceptions or Deviations attached YES NO

Delivery _____ (Number of Days)

Company Name _____ Telephone _____

Address _____

Person submitting bid

Print Name Title_____
Signature**F.O.B.**

All prices of the bid shall be F.O.B. destination Beverly Hills, California; and delivery to any point within Beverly Hills shall be without additional charge.

TAX

All bid proposals shall be exclusive of tax; City staff will compute all tax involved when applicable.

ACCEPTANCE OF PROPOSAL

The City reserves the right to accept or reject any and all bids and reserves the right to waive technicalities where such action best serves the interests of the City. The manufacturer of the proposed materials or equipment may be required to acknowledge by written conformation that the minimum requirements of the specifications are included in the Bidder's proposal before the award of the bid.

Title: Various Safety/Hand tools/Cleaning/....

EXCEPTIONS

Any bidder's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to bid form. However, such exceptions or deviations may result in bid rejection.

INSURANCE (applicable to successful bidder who may come into the City)

- (1) **Commercial general liability** coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/85) with a limit of not less than \$2,000,000 (Two Million Dollars) per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.
- (2) **Business automobile liability** insurance at least as broad as Insurance Services office form CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than \$1,000,000 (One Million Dollars) per accident.
- (3) **Workers Compensation** Insurance as required by the State of California and **employers liability** insurance with a limit not less than \$1,000,000 (One Million Dollars) per accident.

All insurance coverages shall be provided by insurers with a rating of B+; VII or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

Work on City property covered by a purchase order cannot be commenced until certificates of insurance have been approved.

Please use the official City of Beverly Hills certificate of insurance form (attached). If you use another form, the following requirements must be met to make the certificates acceptable to the City:

| | |
|----------|---|
| 1 | name the City of Beverly Hills as additional insured for both GENERAL liability and AUTO liability; and |
| 2 | have at least thirty (30) days written notice of cancellation. |

All certificates of insurance must remain current until the purchase order expires or is sooner cancelled.

AFTER THE ACCEPTANCE AND AWARD OF THE BID BY THE CITY COUNCIL UPON RECEIPT OF A WRITTEN PURCHASE ORDER EXECUTED BY A PROPER OFFICER OF THE CITY, THIS DOCUMENT WILL CONSTITUTE THE LEGAL CONTRACT BETWEEN THE CITY AND THE SUCCESSFUL BIDDER.

Title: Various Safety/Hand tools/Cleaning/....

If your response is "**NO BID**", please explain below:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: _____

Print Name

Signature

Title

Date

PLEASE RETURN TO:

CITY OF BEVERLY HILLS
OFFICE OF THE CITY CLERK, ROOM 290
455 NORTH REXFORD DRIVE
BEVERLY HILLS, CA 90210

Revised 10/24/00

BidTEMPLATE.doc